



Marion County

OREGON

Health & Human Services

MARION COUNTY HEALTH & HUMAN SERVICES: COMMUNICABLE DISEASE

RESPIRATORY AND GASTROINTESTINAL OUTBREAK TOOLKIT FOR SCHOOLS AND CHILDCARE SETTINGS

LAST UPDATED AUGUST 2026



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THIS TOOLKIT IS FOR PUBLIC AND PRIVATE K-12 SCHOOLS, UNIVERSITIES, PRESCHOOLS, RESIDENTIAL CAMPS, CHILD CARE CENTERS, AND OTHER EARLY CHILDHOOD EDUCATION SETTINGS.

THIS DOCUMENT SHOULD BE SUPPLEMENTAL TO INTERNAL INFECTION CONTROL POLICIES, OREGON HEALTH AUTHORITY (OHA), OREGON DEPARTMENT OF EDUCATION (ODE), OREGON DEPARTMENT OF EARLY LEARNING AND CARE, AND CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) GUIDANCE.

THE PURPOSE OF THIS TOOLKIT IS TO GUIDE OUTBREAK RESPONSE FOR BOTH RESPIRATORY VIRUS OUTBREAKS (COVID-19, RSV, INFLUENZA, ETC.) AND GASTROINTESTINAL OUTBREAKS (NOROVIRUS, SALMONELLA, SHIGELLA, ETC.).

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RESPIRATORY OUTBREAKS



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OUTBREAK DEFINITION, REPORTING, AND OUTBREAK RECORD CREATION

An outbreak is considered 2 or more cases among students and/or staff affected with the same symptom profile and/or test-confirmed respiratory pathogen within a 7-day period.

For reporting purposes, local public health should be notified when **30% or more of the school/daycare is absent due to respiratory illness with a minimum of 10 students/staff absent OR if 20% or more of a classroom/cohort (with at least 3 students/staff) are absent** with the same symptoms or lab results. If this threshold is met, then an outbreak should be opened for the school or daycare.

Report outbreaks of ill students and/or staff with the same symptom profile or lab results such as influenza (flu), respiratory syncytial virus (RSV), COVID-19, etc., to Marion County Health and Human Services (MCHHS) as soon as possible. Call 503-588-5621.

The communicable disease team will provide recommendations, answer questions, and ensure outbreak criteria is met. If there are two or more ill students/staff, an outbreak investigator will then determine if an outbreak should be opened in the state outbreak surveillance database.

Regardless of whether an outbreak is opened, infection prevention and control methods should be implemented if there is an increase in respiratory illness in the facility.

QUESTIONS OR NEED TO REPORT?

Call Marion County Health & Human Services Communicable Disease Team at
503-588-5621.

RESPIRATORY OUTBREAK CHECKLIST

WHEN A RESPIRATORY OUTBREAK IS IDENTIFIED, USE THIS CHECKLIST AS A GUIDE TO PREVENT FURTHER TRANSMISSION.

NOTIFY

- ☐ Notify Marion County Communicable Disease at 503-588-5621 (24/7) and provide information about:
 - Number of ill students and staff
 - Hospitalizations and/or deaths
 - Symptoms and onset dates
 - Total number of students that attend the school or classroom
 - Total number of staff that work at the school or classroom
 - Type of testing completed (if any)

IMPLEMENT INFECTION CONTROL MEASURES (Standard and Droplet Precautions)

- ☐ See [Oregon Health Authority - Communicable Disease Guidance for Schools](#).
- ☐ Isolate ill students. If possible, cohort students with same diagnosis in a single room until they can go home to complete isolation. Follow the [symptom-based exclusion guidelines](#).
- ☐ Exclude ill staff. Follow the [symptom-based exclusion guidelines](#) for return-to-work guidance.
- ☐ Recommend mask usage for ill students and staff.
- ☐ Promote respiratory hygiene, hand hygiene, and cough etiquette.
- ☐ Avoid group activities (halt assemblies, stagger lunch times, pause extracurriculars, etc.).
- ☐ Post outbreak notification and entry screening signage for visitors. See [Notice of Respiratory Outbreak](#).
- ☐ Encourage unvaccinated and under-vaccinated students and staff to stay up-to-date with immunizations.
- ☐ Prophylaxis treatment may be recommended in situations with contacts such as infants under the age of one and people who are pregnant and/or immunocompromised.

TEST

- ☐ Encourage staff and students to test through their provider if they are experiencing respiratory symptoms.



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RESPIRATORY OUTBREAK CHECKLIST

MAINTAIN COMMUNICATION WITH MARION COUNTY

- ☐ Maintain contact throughout the duration of the outbreak. Respond to Marion County's phone calls and emails in a timely manner. For reportable respiratory pathogens such as pertussis, Marion County staff may ask for up-to-date counts of total positives broken down by staff and students, most recent onset dates, any hospitalizations, and/or deaths.

Regular monitoring after the initial outbreak report is not required for non-reportable respiratory pathogens (Influenza, RSV, COVID-19). Marion County outbreak staff will collect initial reports, open the outbreak, provide recommendations and then immediately close the outbreak after completing required documentation.

**Please note that for influenza, RSV, and COVID-19 outbreaks, respiratory case logs are no longer required but are available if requested. For outbreaks of reportable respiratory illness such as pertussis, measles, etc., case logs will be required.*

CLOSING THE OUTBREAK

- ☐ Outbreaks are considered over after the completion of two incubation periods with no new cases. For non-reportable respiratory outbreaks (RSV, COVID-19, Influenza) this is generally 14 days. There is no need for Marion County approval prior to discontinuing outbreak control methods. For reportable pathogen outbreaks, confirmation from Marion County should be received prior to outbreak control methods ceasing.

Marion County may need additional details while completing outbreak documentation. Ensure communication is maintained to avoid delays with outbreak closure. Once Marion County completes its documentation, all information is submitted to the Oregon Health Authority for review.



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HOW TO MINIMIZE SPREAD OF RESPIRATORY ILLNESS



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INFLUENZA, RSV, AND COVID-19 SIGNS AND SYMPTOMS

- Fever or chills
- Headaches
- Fatigue
- Cough
- Sore throat
- Runny nose or congestion
- Body aches
- Vomiting
- Diarrhea

TRANSMISSION

Influenza, COVID-19, and RSV are all spread through respiratory droplets from coughing and sneezing. Respiratory droplets range in size, and the smallest may remain suspended in the air for prolonged periods of time, allowing for airborne transmission. They are rarely spread through contaminated surfaces.

For influenza, those who are infected may spread illness for **up to 7 days** after becoming ill.

For COVID-19, infected individuals may spread illness **2 days before symptoms begin until 2-3 days after symptoms resolve**. People who are immunocompromised or who were hospitalized may spread illness for longer periods of time.

For RSV, ill individuals may be **infectious for 2 days before to 8 days after illness onset**.

HOW TO REDUCE SPREAD

- Frequently and thoroughly wash your hands. If soap and water are unavailable, use hand sanitizer.
- Cover your coughs and sneezes.
- Get vaccinated, keep up-to-date with COVID-19 boosters and annual flu shots.
- Clean and disinfect commonly touched surfaces at least once daily.
- Encourage staff and students to stay home when sick and get tested.
- Wear appropriate protective equipment when caring for ill persons.
- Keep ill persons in a private room away from others until they can go home and complete isolation.
- Ask ill persons to wear a mask prior to going home.
- Increase ventilation in the building by opening windows, providing fans, turning on exhaust fans in bathrooms, etc.

QUESTIONS OR NEED TO REPORT?

Call Marion County Health & Human Services Communicable Disease Team at
503-588-5621.

HOW TO MINIMIZE SPREAD OF RESPIRATORY ILLNESS



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Due to a recent increase in cases of pertussis and measles, please consider the following reportable illnesses as noted in [OAR 333-019-0000](#) as they are school-excludable.

PERTUSSIS SIGNS AND SYMPTOMS

Pertussis usually begins with milder symptoms for 1-2 weeks that develop into more severe symptoms after the first week or two of illness.

- Low-grade fever or chills
- Mild cough
- Runny nose or congestion
- Spasms of severe cough
- Gasping or vomiting after coughing
- Blue tint to skin

MEASLES SIGNS AND SYMPTOMS

Measles usually begins with milder cold-like symptoms. 2-3 days after the first symptoms, tiny white spots may appear at the back of the mouth, and 3-5 days after the first symptoms, a rash may appear.

- Fever
- Cough
- Sneezing
- Fatigue
- Runny nose/congestion
- Red, watery eyes
- Small white spots (Koplik spots)
- Rash that appears on the face and spreads down the body

TRANSMISSION

Measles and pertussis are highly infectious and could have very serious health consequences for infants under the age of one, people who are pregnant, and people who are immunocompromised.

Pertussis is spread through respiratory droplets from coughing and sneezing. Those who are infected may spread illness for **up to 21 days** after becoming ill if not treated.

Measles is also spread through respiratory droplets. Infected individuals may spread illness **4 days before rash onset and the 4 days after.**

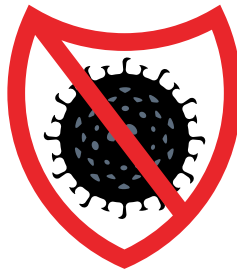
QUESTIONS OR NEED TO REPORT?

Call Marion County Health & Human Services Communicable Disease Team at
503-588-5621.

NOTICE

**WE ARE CURRENTLY EXPERIENCING CASES OF
RESPIRATORY ILLNESS IN OUR FACILITY.**

**WE ARE WORKING WITH MARION COUNTY HEALTH AND
HUMAN SERVICES TO CONTAIN AND CONTROL THIS
CONTAGIOUS ILLNESS.**



**PLEASE DO NOT ENTER UNLESS YOU ARE FEELING WELL,
OR YOU HAVE BEEN FEVER-FREE FOR AT LEAST 24 HOURS.**

**IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING,
CONSIDER DELAYING YOUR VISIT:**

- Fever or chills
- Headaches
- Fatigue
- Cough
- Sore throat
- New loss of taste or smell
- Runny nose or congestion
- Body aches
- Vomiting
- Diarrhea
- Shortness of breath



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GASTROINTESTINAL (GI) OUTBREAKS



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OUTBREAK DEFINITION, REPORTING, AND OUTBREAK RECORD CREATION

An outbreak is defined as **two or more sick students and/or staff with the same symptom profile, including vomiting and diarrhea, and/or positive lab results within a defined period of time.** The timeframe is dependent on the pathogen.

Report two or more ill students and/or staff with the same symptom profile and/or positive lab results such as norovirus, salmonella, etc. to Marion County Health and Human Services (MCHHS) as soon as possible.

The communicable disease team will provide recommendations, answer questions, and ensure outbreak criteria is met. If there are two or more ill students/staff, an outbreak investigator will then determine if an outbreak should be opened in the state database. If it is determined that an outbreak record should be created, a Marion County outbreak investigator will call OHA and request that an outbreak be opened for the facility.

If testing has not been completed, and symptoms/duration of illness is consistent with norovirus, the outbreak will be categorized as a norovirus outbreak and managed as such. Considerations for this determination may include:

- Greater proportion of cases with vomiting than with fever as vomiting is more prominent in norovirus outbreaks.
- There is no presence of bloody diarrhea as this is less commonly seen with Norovirus.

QUESTIONS OR NEED TO REPORT?

Call Marion County Health & Human Services Communicable Disease Team at
503-588-5621.

GASTROINTESTINAL (GI) OUTBREAK CHECKLIST

WHEN A GASTROINTESTINAL OUTBREAK IS IDENTIFIED, USE THIS CHECKLIST AS A GUIDE TO PREVENT FURTHER TRANSMISSION.

NOTIFY

- ☐ Notify Marion County Communicable Disease within 24 hours at 503-588-5621 (24/7) and provide information about:
 - Number of ill students and staff
 - Hospitalizations and/or deaths
 - Symptoms and onset dates
 - Total number of students that attend the school or classroom
 - Total number of staff that work at the school or classroom
 - Type of testing completed (if any)

IMPLEMENT INFECTION CONTROL MEASURES (Standard and Droplet Precautions)

- ☐ See [Norovirus Outbreak Detection and Management](#) and/or [Norovirus Outbreaks](#).
- ☐ Promote good hand hygiene. Post hand-washing signs such as [CDC - Wash your hands well](#).
- ☐ Send ill students and staff home if they become ill while on site. If possible, cohort individuals with same diagnosis in the same area to reduce spread.
- ☐ Exclude ill students and staff. Sick staff members and students should not be allowed to return until they are vomit and diarrhea free for at least 24 hours (48 hours for daycares).
- ☐ Immediately wash all soiled linen and bedding. Wash items in detergent with hot water at maximum cycle length and machine dry them at the highest heat. See [OSHA guidance](#).
- ☐ Post outbreak notification and entry screening signage for visitors. See [Notice of Gastrointestinal Outbreak](#).
- ☐ Cohort staff assignments if possible. This ensures reduced risk of transmission.
- ☐ Clean. Remove vomit or diarrhea right away! All surfaces must be disinfected using EPA-registered disinfectants appropriate for norovirus. See [EPA's Registered Antimicrobial Products Effective Against Norovirus](#). Follow the [recommended cleanup guidelines](#).
- ☐ Use PPE such as gloves, masks, and gowns when working with ill students and when cleaning bodily fluids.
- ☐ Avoid group activities and communal meals to reduce transmission.



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GASTROINTESTINAL (GI) OUTBREAK CHECKLIST

TEST

- ☐ Stool specimens are not routinely required by Marion County in a GI outbreak scenario. If possible and willing by students and staff, testing may be completed through their own primary care providers.

If requested, testing through OSPHL may be possible and stool kits will be provided to the facility.

MAINTAIN COMMUNICATION WITH MARION COUNTY

- ☐ Maintain contact throughout the duration of the outbreak. Respond to Marion County's phone calls and emails in a timely manner. Marion County staff will ask for up-to-date counts of total positives broken down by staff and students. They will also need to know most recent onset dates, any hospitalizations, and/or deaths.

Case logs are required for gastrointestinal outbreaks and should be kept up to date throughout the outbreak by the facility. See [instructions for how to fill out a case log](#).

CLOSING THE OUTBREAK

- ☐ Outbreaks may close after the completion of two incubation periods. For Norovirus, this is 4 days. For other reportable GI pathogens this will vary based on the pathogen. After confirmation from Marion County Public Health, outbreak procedures may cease.

Marion County may need additional details while completing outbreak documentation, ensure communication is maintained to ensure no delay with outbreak closure. Once Marion County completes its documentation, all information is submitted to the Oregon Health Authority for review.



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HOW TO MINIMIZE SPREAD OF NOROVIRUS



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NOROVIRUS IS VERY INFECTIOUS. YOU MAY SPREAD IT TO OTHERS WHEN YOU HAVE SYMPTOMS AND DURING THE FIRST FEW DAYS AFTER SYMPTOMS ARE IMPROVING. SOME PEOPLE MAY EVEN SPREAD IT FOR LONGER.

NOROVIRUS IS SPREAD THROUGH

- Contact with infectious persons, their vomit and/or diarrhea
- Touching contaminated surfaces
- Consuming water or food that has been contaminated

HOW TO REDUCE SPREAD

- Frequently and thoroughly wash your hands with soap and water.
 - Hand sanitizers are not effective for norovirus.
- Keep ill employees and students home until they are vomit and diarrhea free for at least 24 hours in school settings or 48 hours for daycare facilities.
- Increase disinfection of high-touch surfaces and common areas. Be sure to follow wet contact time for appropriate disinfection. Items may include:
 - Toys
 - Cribs
 - Doorknobs
 - Counters/lunch tables
 - Desks
 - Shared school supplies
 - Bathrooms
 - Changing tables
 - Bottle warmers
 - Cabinets
 - Sinks
 - High chairs
- Wear appropriate protective equipment when caring for ill individuals.
- Immediately wash all soiled bed linens and clothing.
- See the [GI outbreak checklist](#) or [tools and resources](#) for more specific guidance and recommendations.

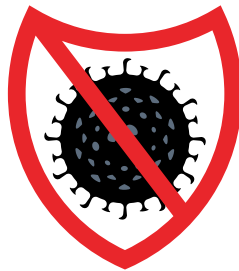
**USE ONLY EPA-REGISTERED ANTIMICROBIAL PRODUCTS.
SEE THE LIST EFFECTIVE AGAINST NOROVIRUS HERE.**



NOTICE

**WE ARE CURRENTLY EXPERIENCING CASES OF
GASTROINTESTINAL ILLNESS IN OUR FACILITY.**

**WE ARE WORKING WITH MARION COUNTY HEALTH AND
HUMAN SERVICES TO CONTAIN AND CONTROL THIS
CONTAGIOUS ILLNESS.**



**PLEASE DO NOT ENTER UNLESS YOU ARE FEELING WELL,
OR YOU HAVE BEEN VOMIT AND DIARRHEA FREE FOR AT
LEAST 48 HOURS.**



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HOW TO FILL OUT THE CASE LOG FOR GI OUTBREAKS

CASE LOGS ASSIST OUTBREAK INVESTIGATORS BY PROVIDING DETAILS ON SYMPTOMS, TIMELINE, SEVERITY OF DISEASE, SCOPE OF THE OUTBREAK AND DISEASE ETIOLOGY. IT'S CONSIDERED BEST PRACTICE TO FILL OUT THE CASE LOG IN CASES OF GASTROINTESTINAL OUTBREAKS TO ENSURE THE CASE INVESTIGATORS HAVE A GOOD UNDERSTANDING OF THE OUTBREAK SITUATION SO THEY MAY PROVIDE RECOMMENDATIONS, COORDINATE WITH OHA AND PROVIDE RESOURCES AS NECESSARY.

Case logs should be filled out thoroughly by completing the following steps:

- Use separate rows for each ill person
- Provide as much detail as possible by completing each field
- Provide complete names and ages for both students and staff
 - If you do not have exact age, use approximate age
- Identify if the person is a staff or student using by the following codes:
 - S: Staff
 - N: Non-Staff
- Complete the job field if the ill person is a staff member. Use the following job codes:
 - A: Administrative/clerical
 - F: Food service
 - H: Housekeeping
 - M: Maintenance
 - O: Other
 - P: Patient care
 - W: Washroom/laundry
- Ensure date symptoms began is provided in onset date and time fields
- Note duration in hours the individual had symptoms
- Provide date of any lab results (if known) in comments section
- If known, include where testing occurred in comments section
- Provide any other relevant information in the comments section or note if information is missing and why



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HAND, FOOT, AND MOUTH DISEASE (HFMD)



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OUTBREAK DEFINITION, REPORTING, AND OUTBREAK RECORD CREATION

An outbreak is defined as **three or more sick students and/or staff with the same symptom profile, and/or positive lab results within one week at the same facility.**

Report when there are three or more ill students and/or staff with the same HFMD symptom profile and/or positive lab results to Marion County Health and Human Services (MCHHS) as soon as possible.

The communicable disease team will provide recommendations, answer questions, and ensure outbreak criteria is met. If there are three or more ill students/staff, an outbreak investigator will then call OHA to open an outbreak.

Case logs are required for HFMD outbreaks and outbreaks will remain open until there are 14 days with no new cases. Follow the [instructions on how to fill out a case log](#).

WHAT IS HAND, FOOT, AND MOUTH DISEASE?

HFMD is a set of symptoms caused by a viral infection that is common in children aged 5 years and younger. Several types of viruses can cause HFMD and people may develop the disease more than once if exposed to a different virus.

Symptoms typically appear between days 3-6 after being exposed to the virus and may include:

- Small blisters in the mouth, or on the fingers, palms of the hands, buttocks, and/or soles of the feet
- Poor appetite due to the blisters/pain
- Common cold signs or symptoms such as runny nose and cough
- Vomiting and diarrhea (less common)
- Neurologic symptoms such as balance issues or muscle spasms

HAND, FOOT, AND MOUTH DISEASE (HFMD)



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CONTAGIOUS PERIOD AND SPREAD

HFMD is mainly spread through respiratory droplets. These may be inhaled or land on and be rubbed into the eyes, nose, or mouth. The viruses that cause HFMD are present in the bodily fluids of an infected person, such as saliva, nasal or pulmonary mucus, fluid from blisters or scabs, and poop. Therefore, it may also spread through contact with open wounds, contaminated objects, and through feces of children who are infected.

People are most infectious during the first week of illness, but the virus may be present and can still spread through saliva (1-3 weeks after illness onset) or through stool (weeks to months after illness onset).

WAYS TO PREVENT SPREAD

- Avoid close contact with ill individuals.
- Avoid touching eyes, nose, and mouth, or discourage this for children.
- Ill individuals should generally stay home until at least 24 hours after symptoms have resolved (rash, blisters, or sores are scabbed over and dry/covered).
- Staff should wash their hands with soap and water for at least 20 seconds. This is especially important after changing diapers, using the toilet, coughing, sneezing, blowing their nose, or assisting children with any of these activities.
 - Alcohol-based hand sanitizers are not effective for HFMD.
- Children should regularly wash their hands, especially after using the toilet. Staff should assist as needed depending on the child's age.
- Staff should use gloves for diaper changing. Proper removal of gloves and hand washing is critical if gloves are used. Gloves do not replace hand washing.
- Increase cleaning and disinfecting of common areas and frequently touched items (doorknobs, toys, surfaces, books, etc.).
 - Routine, increased cleaning and disinfecting should be implemented until at least 3 weeks after last illness onset.
 - Use diluted bleach solution or chlorine-based disinfectant.

TOOLS & RESOURCES

FOR ADDITIONAL INFORMATION,
CLICK ON TEXT TO GO TO LINKED WEB PAGE

RESPIRATORY ILLNESS

[CDC Covid-19 Symptoms](#)

[CDC - How to Protect Yourself and Others](#)

[Cover your Cough Poster - OHA](#)

[Crisis and Emergency Risk Communication \(CERC\) Toolkits](#)

[EPA's List of Covid-19 Disinfectants - List N Tool](#)

[Flu Information for Health Professionals](#)

[Oregon Flu Prevention Website](#)

[Oregon Health Authority: Measles Toolkit for K-12 Schools](#)

[Oregon Health Authority - Vaccination Assistance and Locator](#)

*If you have a primary care provider, please consider reaching out to them first.

[6 Steps for Safe and Effective Disinfectant Use](#)

GASTROINTESTINAL (GI) ILLNESS

[EPA's Registered Antimicrobial Products Effective Against Norovirus](#)

[Norovirus Outbreak Detection and Management](#)

[Oregon Department of Early Learning and Care: Keep me home if....](#)

[Preventing Norovirus at Youth Camps](#)

HAND, FOOT, AND MOUTH DISEASE

[About Hand, Foot, and Mouth Disease \(HFMD\) | CDC](#)

OREGON DEPARTMENT OF EDUCATION GUIDANCE

[ODE Communicable Disease Guidance for Schools](#)

OREGON DEPARTMENT OF EARLY LEARNING

[Oregon Department of Early Learning Childcare Rules](#)

[Oregon Department of Early Learning: Keep me home if flyer](#)



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CITATIONS FOR SCHOOLS & DAYCARES

OUTBREAK GUIDANCE

1. Centers for Disease Control and Prevention. (n.d.-b). How to protect yourself and others. Centers for Disease Control and Prevention.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
2. Centers for Disease Control and Prevention. (2023, August 25). Who should and who should not get a flu vaccine. Centers for Disease Control and Prevention.
<https://www.cdc.gov/flu/prevent/whoshouldvax.htm>
3. Centers for Disease Control and Prevention. (2024, March 20). Preventive actions. Centers for Disease Control and Prevention.
<https://www.cdc.gov/flu/prevent/prevention.htm>
4. Centers for Disease Control and Prevention. (n.d.-c). Infection control: Severe acute respiratory syndrome coronavirus 2 (SARS-COV-2). Centers for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
5. Centers for Disease Control and Prevention. (n.d.-a). How norovirus spreads. Centers for Disease Control and Prevention.
<https://www.cdc.gov/norovirus/causes/index.html#:~:text=Norovirus%20spreads%20through%20sick%20people%20and%20contaminated%20surfaces,with%20norovirus%20has%20diarrhea%20that%20splatters%20onto%20surfaces.>
6. Norovirus outbreaks - investigative guidelines. Oregon Health Authority. (2010).
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLE/DISEASE/REPORTING/COMMUNICABLE/DISEASE/REPORTINGGUIDELINES/Documents/norovirus.pdf>
7. Novel coronavirus disease 2019 (covid-19). Oregon Health Authority. (2020).
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLE/DISEASE/REPORTING/COMMUNICABLE/DISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf>



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